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COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

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**Filing Requirements  
for  
ANNEXATION**

**A. PURPOSE**

The Annexation process is intended for the review and recommendation of approval to allow land, whether developed or undeveloped, to be incorporated within the City.

**B. FILING REQUIREMENTS**

1. Initial Submittal
  - a. Uniform Application
  - b. **Twelve (12)** copies of Annexation Map (see section C)
  - c. **Three (3)** copies of Metes and Bounds Description of the property
  - d. **Two (2)** copies of resolutions, maps, legal descriptions, or any other documents referenced in the proposed annexation map or legal description
  - e. Public Hearing Noticing Requirements (see section E)
  - f. Environmental Assessment
  - g. Filing Fees
  - h. Vicinity Map
2. Final Submittal
  - a. **Fifteen (15)** additional copies of Annexation Map

**C. SUBMITTAL PLANS**

1. PLAN PREPARATION GUIDELINES
  - All plans shall be clear, legible and accurately scaled
2. ANNEXATION MAP
  - Size: Overall map size = 8 1/2" x 11" unless otherwise approved by Planning Division
  - Use and show adequate margins
  - The following information shall be included on the map:
    - Title Block to read as follows: Exhibit \_\_\_\_\_, Proposed Annexation to the City of Morgan Hill Entitled \_\_\_\_\_
    - Include date, scale, and preparer of map
    - Legend and north arrow
    - Location Map
    - City limits, annexation name, and ordinance number

- When proposing to split lines of assessment, indicate boundaries or original parcel
- Show all bearings, distances, lot numbers and references used in the description including point of beginning.
- Assessor's parcel numbers
- Area of annexation in acres
- All roads with their width adjacent to and within area proposed for annexation

**D. LEGAL DESCRIPTION**

A legal description of the area proposed to be annexed. Said legal description is to be labeled as follows:

- Exhibit \_\_\_\_\_
- Annexation to the City of Morgan Hill
- Name of Annexation (street and number designation, to be determined by City)
- Date

**E. PUBLIC HEARING NOTICING REQUIREMENTS**

1. Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers)
2. Two sets of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above
  - Use stamps, **do not use postage meter**
  - Be sure to include Assessor's Parcel Number **above** owner's name
  - Do not put return address on envelopes
3. Mailing List Affidavit (attached to Uniform Application)

See Public Hearing Requirement Examples attached to the Uniform Application